

DISTRIBUTION: All Mission Employees and EFMs

*U.S. embassy Belmopan*

## Vacancy announcement

VA 2016-11/APRIL 12, 2016

---

**SUBJECT:** Employment Opportunity

**OPEN TO:** All interested candidates/All sources

**FROM:** Human Resources Office

---

**POSITION:** Mechanical Engineer

**OPENING DATE:** April 12, 2016

**CLOSING DATE:** April 29, 2016

**WORK HOURS:** Full time: 40 hours/week

**SALARY:** Ordinarily Resident (OR): FSN-10, BZ \$55,197.00 p.a. (starting basic salary)  
Not-Ordinarily Resident (NOR): FP-05, US \$58,032.00 p.a. (starting basic salary)  
(steps 5 through 14)

**EMPLOYMENT LENGTH:** This is a time limited position and will not exceed 18 months from hire date.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Belmopan is seeking eligible and qualified applicants for the time limited position of Mechanical Engineer.

### **BASIC FUNCTION OF THE POSITION**

The incumbent serves as a Mechanical Engineer under the supervision of the Overseas Building Operations (OBO) Project Director. The duties include:

- Develops in-depth general contractual and detailed requirements for the construction of the Belmopan Marine Security Guard Residence/Existing Office Building (MSGR/EOB) project.
- Reviews and analyzes material samples, catalogs and brochures, shop drawings, installation manuals, and other technical documents submitted by the construction contractor for conformity with construction contract requirements.

- Observes the execution of construction to assure adherence to approved drawings and specifications, inspects construction workmanship, materials, methods of equipment, and reports to the OBO Project Director as to their conformity and non-conformity.
- Makes recommendations to the OBO Project Director on how to correct deficiencies and resolve problems during construction.
- Prepares daily, weekly, monthly and other reports of the progress of construction as required by the OBO Project Director.
- Prepare engineering drawings, mechanical load calculations, technical specifications and independent government cost estimates for construction change orders or to support U.S. installed equipment.
- Prepares cost of alternatives to design and specifications as needed.

The complete position description listing all duties and responsibilities may be obtained by contacting us at [BelmopanJobs@state.gov](mailto:BelmopanJobs@state.gov) or from Esther Chavez-Palma at Ext. 4238.

### **QUALIFICATIONS REQUIRED**

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- Completion of a bachelor degree in mechanical engineering from an accredited institution or equivalent degree is required.
- Seven years of experience in the field of mechanical engineering, related to building construction and renovations is required. Two of these years must include experience in U.S. codes and criteria.
- Level IV (fluent) speaking/reading/writing English is required.
- Good working knowledge of Word, Excel, PowerPoint and Outlook is required.
- Professional knowledge in mechanical design calculations and criteria, preparation of engineering drawings and specification is required.

### **HIRING PREFERENCE SELECTION PROCESS**

When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

### **HIRING PREFERENCE ORDER**

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP\*\*

\* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for

U.S. Veterans' preference after reviewing all required documentation is final. \*\* This level of preference applies to all Foreign Service employees on LWOP.

### **ADDITIONAL SELECTION CRITERIA**

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold an RSO-issued FSN security certification, or in the case of a Family Member, a non-sensitive clearance issued by DS.

### **HOW TO APPLY**

Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174). To access the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on [http://belize.usembassy.gov/job\\_opportunities.html](http://belize.usembassy.gov/job_opportunities.html)
2. Any additional documentation that supports or addresses the requirements listed above (e.g., essays, degrees, certificates, awards).

### **SUBMIT APPLICATION TO**

Interested applicants may apply for this position by filling out the [DS174 - Universal Application for Employment](#) form and emailing it to [BelmopanJobs@state.gov](mailto:BelmopanJobs@state.gov). **All applications must be signed and scanned. ONLY electronic applications will be accepted. Your e-mail must state the vacancy title and vacancy announcement number in the subject line, Example: Mechanical Engineer, VA 2016-11. E-mails received without the appropriate subject line will not be considered.**

**CLOSING DATE FOR THIS POSITION: April 29, 2016**

### **EQUAL EMPLOYMENT OPPORTUNITY**

The U.S. Mission in Belize provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted : HRA/E. Chavez-Palma  
Cleared : RHRO/C. Everhart  
          : OBO/S. Maddox  
Approved : MO/K. Dupree

## **Appendix DEFINITIONS**

**Eligible Family Member (EFM):** An EFM for employment purposes is defined as an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring

employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**

- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

1. Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
2. Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
3. Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also ORs. All ORs employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).